

The International YMCA is a branch of the YMCA of Greater New York, the largest YMCA association in the United States. We offer value-based programs that have local and global impact, enhance understanding of the world, and enable people to work together towards peace and justice. Serving roughly 10,000 people annually from over 84 countries around the world, the International YMCA is on the forefront of the international travel and service industry.

POSITION: Program Assistant, J-1 Programs

DEPARTMENT: J-1 Programs

OVERALL RESPONSIBILITY: Contribute to the overall positive global impact produced by the programs and services offered by the International YMCA by assisting with the coordination and operation of the International Camp Counselor (ICCP), Summer Work & Travel, and International Intern/Training Programs. Work closely with the Director/Assistant Director and other program staff to support all aspects of the program. Serve as a member of a dynamic and fast-paced staff team.

KEY AREAS OF RESPONSIBILITY:

- Administrative support to Director/Assistant Director and other program staff
- Assists with general participant support for all programs
- Works with staff to ensure adequate compliance of all J-1 Exchange Visitors with U.S. State Department regulations
- Assists with follow up on applications, balance dues and missing documentation
- Assists with participant orientation and monitoring
- Assists in the cultivation of new host-sites and employment locations throughout the U.S.

SUPERVISOR: Director/Assistant Director, J-1 Inbound Programs

CONSULTS WITH

- Program staff of all International YMCA programs
- Participants and families of all J-1 International YMCA programs
- Host sites, businesses and international partners as needed

TERM OF INTERNSHIP: 1 semester as determined by college's calendar (time period can be lengthened or shortened on a case by case basis). Minimum of 4 months

QUALIFICATIONS:

- Demonstrates professionalism and responsibly in all aspects of work
- Previous international living/travel experience and/or experience with advising young adults/college students
- AA or equivalent class experience in international relations, management, education or related field
- Solid organizational, administrative and communication skills
- Basic knowledge of international programs & desire to improve our world
- Able to multi-task and work successfully in a fast-paced environment

LEARNING PLAN:

- Consultation with branch staff to work toward the completion of projects, goals and tasks working in conjunction with the Director/Assistant Director and other branch staff
- Hands on experience with job cultivation/placement, participant support, management and other program operation skill sets in an international non-profit setting
- Hands-on experience with international partners, customers and participants

Contact: Chad Nico Hiu (chiu@ymcanyc.org)